



**National & California
Schools to Watch**

2014-2016
2017-2019
2020-2022
2023-2025

2025-2026



California Gold Ribbon
2017



Proudly
recognized as a
**2024
Honor Roll
School**



**California
Distinguished School**

1999
2005
2013
2023
2024

This Handbook Belongs To:

Name: _____

Homeroom Teacher: _____ Grade: _____

STUDENT HANDBOOK

A personal, planning, study
and resource guide.

2025-2026

A National Blue Ribbon School
A California Distinguished School
National & State Schools to Watch
California Gold Ribbon School
California Honor Roll School

www.tetzlaffms.us

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2025-2026 STUDENT HANDBOOK

Tetzlaff Accelerated Learning Academy

Tetzlaff's Vision Statement

Trojan Mission:

In collaboration with our teachers, parents and community, the mission of Tetzlaff Accelerated Learning Academy is to provide a rigorous and relevant curriculum that challenges students mentally and physically to be prepared for advanced high school placement courses. Using higher order thinking strategies, analytical reasoning and data analysis, Tetzlaff's students will be prepared to compete in a 21st Century global society.

Trojan Motto:

To Prepare All Students for High School and Beyond



Table of Contents

Tetzlaff's Vision Statement	2
Trojan Mission:	2
Trojan Motto:	2
Who's Who at Tetzlaff	5
Teachers—Certificated	5
Additional School Personnel	5
Tetzlaff Website:	5
District Promotion Policy	6
Academic Standards	6
Citizenship [Behavior] Standards	6
Financial Standards [Obligations]	6
Grade Point Average (GPA) Computation	6
Sample Computation of Academic GPA	6
Attendance Policies	6
Absences	7
Illness/COVID Policy	7
Tardiness	7
School Policies	8
Academic Honesty	8
<i>Artificial Intelligence (AI).....</i>	<i>8</i>
Academic Probation	9
Administrative "U"	9
ASB/Social Events	9
Athletics	9
Awards	9
Backpacks	10
Bikes/Skateboards/Rollerblades/Scooters	10
Campus Boundaries	10
Chromebook	10
Closed Campus	10
Clubs and Activities	10
Digital Resources (Google Apps and Aeries.net)	10
Dismissal	11
Dress Code	11
Drop Off Materials	13
<i>Food Delivery Services/Lunch.....</i>	<i>13</i>
Drinks/Beverages	13
Emergency Information	13
Emergency Information Cards	13
Emergency Procedures	13
Flowers/Balloons/Gift Baskets	13
Fundraisers	14
Getting to and from School	14
Gossiping/Rumors	14
Gum	14

Harassment/Bullying	14
Homeroom/Live in 5	15
Homework	15
Identification (ID) Cards	15
Inappropriate Language	15
Insurance	15
Late Work	15
Library	15
Lockers (Hall and PE)	16
Lunch Price, Free & Reduced Lunch Program	16
Lunchtime Rules	16
Lunchtime Student Workers	17
Main Office	17
<i>Office Restrooms.....</i>	<i>17</i>
Make-Up Work	17
Medication	17
Nurse's Office	17
Tetzlaff Non-Activity List	17
Nutrition Break	18
Parent-Teacher Conferences	18
Personal Property/Money	18
Phone Use	19
Physical Education (PE)	19
Public Displays of Affection	20
Pupil Promotion and Retention	20
Progress Reports	20
Recommendations	20
Registration	20
Report Cards	20
Sexual Harassment	20
School Supplies	21
Student Fees	21
Textbooks	21
Visitations	21
Visitor Management System	22
Academic Six Year Plan	22
<i>A-G Requirement vs. High School Graduation Requirements (High School).....</i>	<i>22</i>
<i>Middle School Electives.....</i>	<i>23</i>
<i>High School Electives.....</i>	<i>23</i>
School Discipline	23
Detention	24
Search/Seizure and Drug/Weapon Dog Intervention Program	24
Suspension	24
Student Intervention Assistant (SIA)	24
Student Discipline and Law Enforcement	24
Behavioral Contracts	25
Progressive Discipline & Consequences	25
Behavioral Statement of Purpose	25
Appendixes	108

This DAILY WORK PLANNER is designed for students to keep track of daily agendas and **HOMEWORK**. Parents are asked to review this planner with students on a regular (daily/weekly) basis. Subject area fact sheets and notes pages are also included for student convenience.

Who's Who at Tetzlaff

School personnel are here to help you. ... So Ask!

Teachers—Certificated

Dr. Anderson	Mrs. Da Costa	Mr. Mendez
Mr. Balanay	Mr. Dimla	Mr. Munson
Mrs. Barham	Mrs. Evangelista	Mrs. Nogal
Mrs. Breuer	Mr. Gullett	Mr. Reagan
Mrs. Caira	Mr. Hinojosa	Mr. Romero
Mr. Coddling	Ms. Kaiser	Ms. Sollecito
Mrs. Corrigan	Mrs. Lopez	Mrs. Vega
Mr. Courdy	Mr. Lucero	Mr. Zappulla

Additional School Personnel

Office:

Ms. Urbina	Principal's Secretary
Ms. Anguiano	Student Office Secretary
Mrs. Linn	Attendance Clerk
Ms. Alvarez	Mental Health Professional

School Maintenance:

Mr. Munoz	General Maintenance
Mr. Pena	Night Custodian

Specialists

Ms. Lozano, Counselor
Ms. Alvarez, Mental Health Professional
Ms. McManus, Nurse
Ms. Hachiya, Psychologist
Ms. Salgado, Cafe Supervisor
Ms. Ebeine, Speech Language Pathologist
Ms. Torres, Speech Language Pathologist
Ms. Wright, Libraria Media Tech
Mr. Rocco, Student Intervention Assistant

Tetzlaff Website:
www.tetzlaffms.us

District Promotion Policy

The criteria to participate in the eighth grade promotion ceremony at any middle school in the ABC Unified School District include the following areas: Academic, Citizenship, and Financial Standards.

Academic Standards

Eighth grade students who pass all classes (English, Math, Science, Social Studies, Physical Education and Elective) with a “D” or better at the end of 2nd semester will be allowed to participate in the promotion ceremony. If a student has only passed five (5) classes by the end of the second semester with a “D” or better, the student **must have an academic Grade Point Average** (1st and 2nd semesters of 8th grade) **of 2.0 or better** to participate in the promotion ceremony.

Citizenship [Behavior] Standards

Students must maintain a satisfactory citizenship record. Students who receive **less than three unsatisfactory** marks on their final report card and meet the academic requirements shall be permitted to participate in the promotion ceremony.

Financial Standards [Obligations]

Students must clear all financial obligations prior to participation in the promotion ceremony. This may include lost or damaged textbooks, Chromebooks (or other electronic device), library books, damaged school property, fund-raising obligations, etc.

Participation in the annual 8th grade end of year trip, the promotion dance and all promotion activities is dependent upon the requirements of Tetzlaff’s Non Activity List (see p. 16).

Grade Point Average (GPA) Computation

GPA is used for eligibility in some school organizations and for award purposes. Semester grades are the official “permanent” grades. TOTAL Academic GPA is used for calculating Tetzlaff’s Activity List and Quarterly/Semester Recognitions. Ranking for “Top Trojans” at the end of 8th grade includes two (2) semesters of 7th grade and the first semester of 8th grade.

Sample Computation of Academic GPA

1. Count each grade earned as follows: A = 4, B = 3, C = 2, D = 1, and F = 0
2. Add the points for the grades from all classes. For academic GPA do not count the elective class.
3. Divide the total points by the number of classes (5) = Academic Grade Point Average (GPA)

<u>Class</u>	<u>Possible Grade</u>	<u>Points Earned</u>	
English	B	3	Total Points = 14
Social Science	B	3	# of classes = 5
Math	C	2	$14 \div 5 = 2.8$
Science	C	2	Academic GPA is <u>2.8</u>
Physical Education	A	4	

Attendance Policies

One important element for school success is regular and punctual attendance. Frequent tardiness and absences may interfere with a student’s progress. California Education Code (§48200) requires parents to ensure that children under their care and supervision receive adequate education and

training and attend school. Excessive absences and tardiness violate state law and can be categorized as trancies. Excessive tardiness and/or absences (more than 5/semester) can be referred to the School Attendance Review Board (SARB).

Absences

If a student must be absent from school, a **parent should call the office at (562)229-7795 or [report an absence online](#) by 9:00 a.m.** and provide the following information:

1. Pupil Name
2. Name and relationship of caller
3. Date of call
4. Date and reason for absence
5. Phone number of caller

Students absent for an entire day may return to school or school sponsored events at the beginning of the next school day.

Excused Absences: An absence is excused only for the following reasons: illness, medical or dental appointments or funeral of an immediate family member. Absences of more than three days and all medical appointments should be accompanied by a doctor's note to be excused. It is the responsibility of each student to collect missing assignments following an absence. Typically students have a number of days equal to the number of days excused to turn in missed assignments.

Short Term Independent Study (STIS) is available for students who plan to be absent for five or more consecutive days. If planning to be out for a week or more, please contact the attendance office well prior to the beginning of the absence. A STIS contract can be completed so that schoolwork may be completed while the student is away for credit.

Unexcused Absences: An absence is unexcused for any reason other than the reasons stated above. These absences still must be called in or have a note sent so as not to be considered a Truancy. Schoolwork missed during unexcused absences cannot be made up without permission of the teacher.

Truancies: Absences are considered "Truant" until cleared by a parent or guardian. Detentions will be assigned to the student for uncleared absences. Schoolwork missed during truancy can be made up only with the permission of the teacher. After 3 days, truancies will automatically be switched to a "Cut".

Illness

In an attempt to provide a healthy environment for our students and staff, please consider the following when deciding whether the student is well enough to attend school. **STAY AT HOME:**

- At least the first 24 hours of taking antibiotics or medication for cold, flu or pink eye until you are fever free for 24 hours without medication.
- At least one day if you vomit after 6 PM the day before, and/or if you have green discharge from your nose.
- A doctor's release must be brought to school upon your return if you were seen in an emergency room for a serious injury and/or illness.

Tardiness

Punctuality is important to the academic success of all middle school students. It is also a life skill that needs to be developed early. Bad habits started now could lead to a lifetime of consequences. Three minutes of tardiness each school day equates to 540 minutes of missed instruction. That is equivalent to 9 hours—a day and a half of missed instruction.

Excused Tardy: An "Excused Tardy" is accepted for illness, medical appointments or bereavement. An excused tardy is noted on the student's attendance record.

Tardy to Class: Tetzlaff students are expected to be in class, and seated, when the Tardy Bell rings each period. Each tardy will result in teacher assigned consequences that may include: verbal warning and/or parent contact for repeated tardiness (more than 2 times in a quarter). The third and subsequent tardy to class could result in a disciplinary referral to the office. Schoolwork missed from tardiness may be made up with permission of the teacher.

Tardy to School: Tetzlaff students are expected to be in class, and seated when the tardy bell rings. Students are expected to drop items off at their lockers prior to heading to homeroom. Emergency/one time tardy excuses (e.g. car/transportation issues, did not wake up on time, dropping off a sibling at another school) will be considered Unexcused Tardies. Habitual tardiness will result in the following consequences.

Tardy Consequences: Tardies will be calculated by quarter. The first and second homeroom tardy will serve as a warning. Third and fourth tardies will result in lunchtime campus beautification. The 5th and subsequent tardies will result in after school detention. After being tardy a fifth time, a parent/guardian may be required to attend a SART (Student Attendance Review Team) Conference.

School Policies

Academic Honesty

All Tetzlaff students are expected to maintain a high degree of academic honesty. Some/not all examples of Academic Dishonesty include:

- Forgery/Fraud
- Taking or sharing a test by illegal or secretive means
- Using cheat sheet (written answers used during a test)
- Looking at another student's work and/or allowing another student to copy
- Copying homework or classwork and submitting work done by another as your own (plagiarism) or AI Generated Plagiarism.
- Using the Internet or electronic means to distribute or copy homework answers.

Students who **violate the academic honesty policy** may receive a "zero" for the assignment or test, and a parent will be contacted by the teacher. In addition to classroom consequences, the student may face additional disciplinary consequences.

Artificial Intelligence (AI)

Artificial intelligence (AI) technologies like chatbots, virtual assistants, and language models can be powerful learning tools when used responsibly. However, misusing AI carries academic integrity and ethical risks. To promote a culture of academic honesty and ethical technology use, students must follow these guidelines:

Academic Integrity

- Students may not use AI tools to generate essays, reports, or other assignments that will be submitted for grades unless explicitly allowed by the teacher.
- AI output must be properly cited if included in academic work, just like copying from other sources.
- Attempting to misrepresent AI-generated work as a student's original creation is considered cheating.

Ethical Use

- AI tools should not be used to produce hate speech, biased/discriminatory content, misinformation, or anything intended to mislead or cause harm.
- Students must respect the intellectual property rights of AI providers and model creators.
- AI conversations should remain respectful and age-appropriate.

Privacy & Safety

- Students should not share private personal information or that of others with AI systems.
- AI tools that require account creation should only be used with parent/guardian approval.
- Any concerning AI outputs or interactions should be reported to school staff immediately.

Violation of this AI use policy may result in disciplinary consequences. When in doubt, check with your teachers before using AI for academic work. Using AI responsibly allows us to benefit from this technology while upholding our school's core values.

Academic Probation

Honors students are expected to maintain the highest academic standards. If a student's final semester grade is below average, then that student risks being removed from honors to make room for students on the waitlist.

Administrative "U"

A student may receive an Administrative "U" for any serious or repeated offense at the discretion of the administration. An Administrative "U" is a specified period ranging from a minimum of six (6) weeks to one (1) school year based on the severity of the misbehavior. During this time the student will be restricted from participating in activities (including, but not limited to, the promotion ceremony, athletic activities, concerts, musical performances, jazz band and school sponsored activities.) During the specified time, the student must maintain regular attendance, positive behavior, and passing grades in order for the "U" to be removed and privileges restored. Any violation or misbehavior during the specified period will result in disciplinary action, which may include suspension and/or disciplinary hearing.

ASB/Social Events

Assemblies, dances and other special events are scheduled throughout the school year. Be sure to listen to the morning broadcast! School dances are only for Tetzlaff students. For safety reasons, parents are required to provide transportation immediately following the conclusion of social events or risk participation in future activities. Students must have attended school on the day of the event and cannot be on the Trojan Non Activity List.

Athletics

Competition and physical fitness are important developmental components for adolescents. With this in mind, Tetzlaff Academy offers the following sports: **Fall**—Boy's Basketball, Girl's Volleyball, and Cross Country; **Winter**—Boy's Volleyball and Girl's Soccer; **Spring**—Boy's Soccer, Girl's Basketball, and Track & Field. Practices are typically held after school during the season of play. Students must attend school on the day of practices and games in order to participate. In addition, students must be qualified academically, behaviorally and cannot be on the Tetzlaff Non Activity List.

Awards

Trojans are recognized throughout the school year for achievement in academics, attendance, and citizenship.

Quarterly/Semester Recognitions

- **Academic:** On a quarterly report card, achieve a Total Academic GPA of 3.0 or higher
- **Academic Improvement:** An improvement in the Total Non-Weighted GPA from the previous quarter of 0.1% or more.
- **Attendance Improvement:** An improvement in the student's overall attendance rate between Quarters/Semesters.

Backpacks

Backpacks should be used to carry school supplies and books to and from school only. Backpacks can create a safety hazard in hallways and walkways, thus, backpacks and large bags are stored in hall lockers during the *entire* school day. Rolling backpacks will not fit in hall lockers, therefore, are discouraged from purchasing/use for school. Fanny packs are not allowed. Drawstring backpacks may be used to transport PE clothes to and from class. Items must be kept in their hall lockers all other times.

Bikes/Skateboards/Rollerblades/Scooters

Students who wish to ride bicycles, skateboards, roller blades, or scooters to Tetzlaff must have their parents sign a contract ([Bike/Skate Agreement Form](#)) that they will adhere to school rules. Vehicle Code Section 21212 states that students who use any of the above must wear a helmet when riding to and from school. Failure to do so will result in loss of the privilege to ride to school. Bicycles must be locked in the bike area with student provided locks from home. Riding a bike to school is a privilege and students are expected to obey all laws and rules. All scooters and skateboards must be secured in the designated bike rack during school hours.

Campus Boundaries

See the campus map on the back cover of this handbook for specific “out of bounds” locations. During snack and lunch on the following areas are available for students:

Snack

Lunch Tables/Quad

Lunch

Lunch Tables/Quad
North Basketball Courts
Handball Courts/Grass Area

Chromebook

Students will be issued a school owned Chromebook for use at home. Students are expected to bring their fully charged device daily. It is highly recommended that students use a Chromebook case to transport their device between classes. A District Device Use Contract must be signed prior to having a device checked out.

Closed Campus

Tetzlaff is a “closed campus.” Parents, guardians or other visitors may visit or be on campus before, during or after school only after signing in and obtaining permission of a school administrator.

Students must remain on the campus at all times during the school day except when checked out by a parent or a person who is noted on the emergency card.

Clubs and Activities

Students are encouraged to get involved in the extracurricular activities offered at Tetzlaff Academy. Activities are held during lunch or after school and are supervised by school personnel. In addition to various clubs and organizations, ASB sponsors lunchtime competitions and events to promote school spirit. Student leadership positions are open to all students with certain minimum requirements. Tetzlaff’s ASB is responsible for fundraisers, assemblies, dances, student activities and awards during the year. Listen for announcements of activities on the morning broadcast.

Digital Resources (Google Apps and Aeries.net)

All ABC USD students have access to the suite of Google Apps (Gmail, Google Drive, Classroom, Calendar, Docs, Sheets and Slides) using their account (first name_last name@myabcusd.org) and Date of Birth password (Format: YYYYMMDD) to help with organization

and to increase student's workflow. Parents will complete an Acceptable Use Policy (AUP) form prior to student authorization.

Also, all parents/guardians and students will need to activate their Aeries.net Parent Portal account to keep informed of grades and academic trends. Both of the above resources can be accessed from any computer or mobile device.

Dismissal

Students must leave campus by 2:45 pm (1:35 pm on early days) if they are not involved in an organized activity or being supervised by school staff. **Students on campus waiting for a ride need to report to the flag pole by 2:45pm or may wait in the library.** Parents can call the office to notify students that they are waiting outside. Students staying late beyond these times are subject to being assigned to after school detention.

Dress Code

ABCUSD Board Policy 5132 and California Education Code 35183: Student Dress and Grooming. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, or sexually suggestive or promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.
3. Appropriate shoes must be worn at all times.
4. Hats, caps, and other head coverings shall not be worn indoors.

In alignment with Los Angeles County Office of Education (LACOE) Student Dress and Grooming Guidelines and ABCUSD Board Policy on Dress Code, ABCUSD Middle Schools adhere to the following detailed dress code:

The ABCUSD Board policy states that, "students should be neat and clean and their attire should not present a potential safety hazard or be detrimental or disruptive to the educational process for themselves or their classmates."

Students violating the Dress Code will be asked to call a parent/guardian to bring a change of clothes or change into alternate clothing (if available) for the remainder of the school day. The inappropriate clothing will be held in the office and returned at the end of the school day, not to be worn to school again. Repeated violations of the Tetzlaff Dress Code will also result in disciplinary action, including, but not limited to, restorative practices, after-school detention, parent/guardian notification, and/or placement on the Non-Activity List.

Clothing, jewelry, and personal items: (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, contain derogatory words/images, or sexually suggestive; which bear drug, alcohol, and/or tobacco company advertising, promotions, and likenesses; or which advocate racial, ethnic, or religious prejudice.

A. Clothing:

1. Clothes shall be sufficient to conceal undergarments. See-through or fishnet fabrics, halter tops, racerback, spaghetti-strap, off-the-shoulder, or low-cut tops, and bare abdomens are prohibited.

2. Pants or shorts worn below the waist ("Sagging") or excessively tight shorts or sheer fabrics are not allowed. Pants should not drag below shoes. This includes indecent or unsafe clothing, pants that have to be held up, pants that show underwear, or any clothing or apparel that may be a safety concern and is not allowed.
3. Pants/jeans with rips or cut-outs above 'pocket length' are not allowed. No skin above "pocket" level shall be visible.
4. NO gang-related clothing or articles of clothing related to a group or gang are allowed on campus. This includes, but is not limited to, gloves, bandanas, shoestrings as belts, wristbands, excessively long belts, jewelry, plain white T-shirts, groups wearing the same solid color, long shorts with high socks, or items that may provoke others to acts of violence and/or intimidate by fear of violence. In accordance with District Administration Regulation (5312) and current gang-related trends, these articles of clothing shall not be worn on campus or at any school activity.
5. Pajamas, sleepwear, blankets, or slippers are not permitted.
6. Biker shorts including leotards, or one piece bodysuits are not permitted.

B. Jewelry:

1. Jewelry designed to be worn through pierced body parts may not be spiked or have a sharp point and must be flat.
2. Hoop earrings must not be larger than quarter size.
3. No chains attached to wallets, backpacks or clothing.

C. Personal Prohibited Items:

1. Webbed belts with lettering or symbols on buckles or spikes are not allowed (length of belt should not extend beyond two inches (2") of the first belt loop).
2. Excessively sized buckles are not allowed.
3. Dark glasses may not be worn without written permission from a doctor.

D. Hair and Grooming:

1. Hair shall be clean and neatly groomed.
2. Hair may not be colored by any method that would allow the color to drip when the hair is wet.
3. In order to maintain student safety, all students must be identifiable without the hindrance of headwear and/or hair covering one's face. Students with excessively long "bangs" will be asked to pin or comb their hair away from their eyes while on campus.
4. Extreme hairstyles of any kind that may be deemed unsafe or distract from the educational environment are not permitted.

E. Footwear:

1. Hard sole shoes must be worn at all times, and all students must have the back of their foot covered. Open-toed or backless shoes, sandals, flip flops, Crocs, Foamies, Foam Runners, slides, Ugg type slides or other footwear that may constitute a potential safety hazard are not allowed.

F. Hats, Scarves, Caps:

1. Tetzlaff and ABCUSD recognize the varied needs of students to be protected from the sun, per California law (EC 35183.5).
2. Appropriate, plain full-brim sun hats and spirit-wear may be worn before and/or after school, during P.E., snack and/or lunch, or on a school-sponsored outdoor field trip.

3. Hats are not allowed to be worn inside buildings or at any other time not described above. Tetzlaff spirit-wear baseball hats/beanies may be purchased and must be worn appropriately with the bill directly forward at all times.
4. No hoods from sweatshirts, jackets, sweaters, etc., may be worn on campus or at school-sponsored events at any time.
5. Combs or hair picks worn in one's hair may be a safety hazard and are not allowed.
6. Head scarves/coverings may be permitted if medically or religiously required and approved by the school.

Tetzlaff's administration reserves the right to interpret these dress code policies on a case-by-case basis and revise as necessary. Anything worn that may be deemed disruptive, unsafe, or inappropriate will not be acceptable on campus.

Drop Off Materials

Items dropped off in the office such as homework, PE clothes, binders, backpacks, projects, lunch (see requirements below), and/or miscellaneous school related items can be picked up by students if you notify them in advance. Office staff **will not** notify students that these items are waiting to be picked up. Please make every effort to encourage your child to bring these items with them when they arrive at school daily.

Food Delivery Services/Lunch

For the safety of our students, Lunch and/or Food dropped off must be made by a parent/guardian. Meals will be kept in the office and students may pick up items after school. Students are not allowed to order lunch from delivery services (Uber Eats, GrubHub, Doordash, etc.).

Drinks/Beverages

Outside drinks (Starbucks, 7 Leaves, Coffee Bean, Boba, etc.) are not allowed on campus. Water in a closed or a reusable bottle is permitted.

Emergency Information

In case of an emergency (fire, earthquake, etc.), each teacher has a specific set of instructions to follow that are reviewed throughout the school year. Directions, procedures, and small first aid kits and emergency supplies are available in each classroom. Students and staff have regular emergency drills.

Emergency Information Cards

For the protection of each student, parents and guardians are required to provide emergency information on a school district form at the start of the school year or at the time of enrollment (EC11710). Please make sure information is current. Changes should be reported to the office immediately. Students and staff have regular emergency drills.

Emergency Procedures

In the event of a school-wide emergency that requires the evacuation of buildings, all students will report to the North Field and line-up by their PE class period and by roll call number. Designated school staff will take roll, search and account for missing students and supervise evacuation areas. First aid will be administered and water is available if needed. Students will remain in the supervised area until it is safe to return to class, an alternative shelter is determined, or a student is picked up by a person authorized to do so on their Emergency Information Card. Depending on the severity and type of the emergency, students may be held at school beyond the end of the regularly scheduled day.

Flowers/Balloons/Gift Baskets

Flowers/Balloons/Gift Baskets and/or other non-school related items are not allowed on campus. Items brought to school will be confiscated and placed in the office.

Fundraisers

Only ASB approved fundraisers are allowed at school. Students are not allowed to sell any other items while at school. Items will be confiscated and students will face disciplinary action.

Getting to and from School

Bus Riders: Riding the school bus is a privilege, not a right. Bus riding privileges for student misconduct can be revoked at any time during the school year. Students riding the bus are directly responsible to the bus driver for their conduct. Citations are issued by the bus drivers for misbehavior occurring on the bus or at the bus stop. All students must submit a bus application each year to ride the bus to and from school. Only students living a certain distance from school qualify for transportation which can only be approved by the district's transportation department. Once approved, school ID cards will reflect the student is a bus rider. Students must carry this Bus Pass to be allowed on the bus. If a student forgets or loses the ID card, a replacement ID card will need to be purchased.

Car Riders: When being dropped off in front of school in the morning, please use the appropriate "Drop off Zones." Signs are up to reflect drop off zones.

- Along the north field on Claretta Avenue
- In front of the parking lot on Claretta Avenue

Do not park or stop in the no parking zones, the bus drop off area immediately in front of Room 200 or the driveway. Using the drop off area helps us maintain safety and keeps cars from being held up on the street. Please use the school side so you do not have to cross the street. For pedestrian safety, a crosswalk is located at the corner of Claretta Avenue and Eckleson Street if necessary. Drop offs are not permitted in the parking lot. For safety reasons, U-turns are not encouraged in front of the school. Please exit through the residential neighborhood on to Del Amo Blvd and Bloomfield Ave. **Please adhere to all traffic laws.** The Sheriff's Department frequently patrols in front of schools and will issue citations for a variety of traffic infractions.

Crosswalks should be used and directions from crossing guards obeyed. Students may not "jaywalk." Students who walk should not cut through the parking lot but use sidewalks. Using the "buddy system" is encouraged when walking to and from school. Students should return to school if they encounter a problem while walking home and inform a school employee.

Gossiping/Rumors

Gossiping and spreading rumors, especially via social media, become school problems when they lead to social conflicts and/or aggressive behavior. Students who have been found engaging in spreading gossip or rumors may receive a school related consequence, be counseled and/or participate in conflict resolution depending on the nature and severity of the gossip or rumor.

Gum

Gum chewing is not allowed on campus. Gum creates a serious maintenance, cleanliness, and health problem when it is disposed of in drinking fountains, on school furniture, walkways, and floors. Teacher assigned classroom consequences, detention and/or campus clean up may be assigned if students are caught chewing gum on campus.

Harassment/Bullying

Harassment can be described as any aggressive or repetitive behavior (verbal or physical) in which another student or peer feels uncomfortable. Harassment can be verbal, physical, racial, or of a cyber nature. (See also Sexual Harassment.)

Homeroom/Live in 5

Each day begins with a required 20-minute homeroom prior to the first period. During homeroom we recite the Pledge of Allegiance and broadcast the “Live in 5” show. “Live in 5” is a news-based information TV show produced by Tetzlaff students.

Homework

It is our belief that independent practice (homework) is an important part of education. Spending time outside the classroom working on your own is necessary to reach your full potential. Expect homework each night from your classes. In order to receive appropriate credit for assignments, students may follow the heading example at right for work turned in or the specific heading required by the student’s teacher.

Identification (ID) Cards

School photo identification cards are issued during the first few weeks of school and when a student enrolls for the first time. A Tetzlaff issued lanyard and ID card is required to be worn around the student’s neck and visible at all times when students are on campus or at a school event. Student’s photo may not be covered or obscured. A Tetzlaff ID card is required for admission to certain events, to check out books, and for the cafeteria. Students that do not have their ID card and/or Tetzlaff issued lanyard will be directed to the main office to purchase a replacement ID and/or lanyard. An outstanding obligation will be placed on the student’s account if they do not have funds to cover the cost of the replacement ID and/or lanyard. Repeated violation of Tetzlaff’s ID card rules may result in disciplinary action.

Inappropriate Language

Profanity/derogatory language is not allowed to be used on campus, during a school event and/or field trip. Such language can lead to disciplinary action (CA Ed Code §48900(i)). Language of a derogatory nature that targets a person’s ethnicity (race), gender identity, sexual orientation and/or religious beliefs may be considered harassment and disciplinary action may result.

Insurance

The ABC Unified School District does not carry medical or dental insurance to cover students in case of accidents resulting from injury during the school day. Parents are highly encouraged to carry an accident policy for their child. Student accident insurance through an outside agency is available at the beginning of the school year. A student must have insurance to participate in Tetzlaff after school sports programs and field trips.

Late Work

Students are expected to turn in all work on time to earn the maximum points possible. Late work will only be accepted with prior permission of the teacher and at the teacher’s sole discretion. Be especially mindful of this if you have been absent from school. It is the student’s responsibility to ask for missed assignments due to absences.

Library

The school library is open daily during nutrition, lunch and after school until 3:30pm, Monday through Friday. Students are welcome to use the library to study, read, and check out books. School ID cards are required to check out books and to use the computers. Food and drinks should be kept outside of the library. Fines are charged for overdue/late books. Fines may be paid with cash only.

All ABCUSD students qualify for a free, Cerritos Public Library Card. To obtain or renew a Cerritos Library card, please provide the following information:

- Valid California Driver's License with current address or Valid California I.D. Card with current address

In addition, one of the following forms of identification is required:

- Utility bill (postmarked within 60 days)
- Rent receipt, escrow papers or property tax bill (postmarked within 60 days)
- Credit card statement or bank statement (postmarked within 60 days)
- Car registration (postmarked within 60 days)

Both items of identification must include your name and show the same address. **Please note that a mailing address or P.O. Box cannot be accepted as proof of residency.**

In addition, a current enrollment card or school I.D. and a copy of parent's or guardian's California Driver's License or other acceptable proof of address as described in the section above. Please call the Cerritos Public Library at (562) 916-1350 to verify information required.

Lockers (Hall and PE)

The use of a school locker is a privilege, not a right. Students should ask a staff member if help is needed with a locker. Students must use lockers according to the rules or lose the privilege.

- Lockers are for individual, personal use only. **DO NOT SHARE WITH OTHER STUDENTS.**
- **Keep locker combinations to yourself.**
- Keep valuables or money in a safe location other than your locker.
- Students are responsible for all items in their locker as if it were their own.
- School personnel will remove personal locks used on school lockers.
- Students will have the first 4 minutes of nutrition and lunch to access their lockers before a signal bell indicates locker areas need to be cleared. Permission from an adult supervisor may be given for students to access their lockers outside of the indicated times.

Locker checks: The school reserves the right to search student lockers at any time when there may be a concern for student or school safety.

Lost and Found

Items left in classrooms or on the campus grounds can be found in the Lost and Found located outside by the cafeteria. Personal items such as glasses, chromebook devices, or cell phones will be turned in to the office. Students may check the Lost and Found before school, during nutrition or lunch, and/or after school. Students may come to the Lost and Found during class only with a teacher's permission.

- Tetzlaff Academy is not responsible for any loss or damage of item(s) in Lost and Found. It is the responsibility of the owner to claim lost items as soon as possible.
- Ownership of some items must be proven, to claim the lost object.
- Tetzlaff Academy will need verification of ownership, however shall not be responsible for false claims filed for returned items.
- Lost and Found items will be donated to charity at the end of each quarter.
- Contraband confiscated by the school will only be returned at the discretion of school administrators. Small items such as markers and gum may be discarded.

Lunch Price, Free & Reduced Lunch Program

Lunch prices will be announced and posted. Applications for a free or reduced lunch are available from the cafeteria manager. Deposits can be made and balances reviewed by setting up an account at www.MyNutriKids.com. Menus and pricing are available at www.schoolmenu.com.

Lunchtime Rules

Students have a 30-minute lunch period. All food is to be eaten at the outside lunch table area. Students may eat lunch in a classroom when the teacher has made an arrangement with the student in advance. Food and/or drinks, regardless of whether they are open or unopened, are permitted only in the lunch area unless given permission by a staff member. Students must throw all trash in trash cans. Littering on campus may result in a referral, campus clean up, and/or detention. Students must obey all adult supervisors.

During lunch, students may only use restrooms within the quad. Except when raining, students may use the basketball courts, handball/North Field and quad as long as there is a staff member present.

Filtered water stations and water fountains are available in the quad area for student's convenience to refill personal water bottles.

During inclement weather, the auditorium, science lab and/or library will be opened for students. Remember, lockers are off limits after the first 4 minutes of lunch indicated by a special bell. Please remember to respect any equipment set up for PE classes and touch the equipment only with the permission and presence of a PE teacher.

Lunchtime Student Workers

Students interested in becoming a Cafeteria Worker should see the Cafeteria Supervisor.

Main Office

Students reporting to the main office must have permission from an adult staff member prior to entering.

Office Restrooms

Main office restrooms are to only be utilized by students who have permission from an office staff member.

Make-Up Work

In cases of excused absences and missed homework, it is the student's responsibility to check with each teacher to get make-up work. Standard time to return these assignments is one day for each excused day absent. If the student will be absent for two or more days, homework requests may be made through the office to be picked up 24 hours after the school is notified. If a student is **truant or suspended**, a teacher may provide make-up work.

Medication

Pursuant to Ed Code (§49423) students must have a "Medication Form" on file with the school to take ANY medicine during school hours. The form is required for "over-the-counter" and "prescribed" medications. The Medication Form may be obtained from the office or the school nurse.

Nurse's Office

Students reporting to the nurse's office must have permission from an adult staff member prior to reporting.

Tetzlaff Non-Activity List

There are several ways a student may be placed on the Non-Activity List pursuant to district administrative regulation 5121(b). Students on the Non-Activity List will not be permitted to attend and/or participate in any extracurricular activities such as athletics and/or school events. Students not on the Non-Activity List because of academic and/or behavioral reasons may not be permitted to attend extracurricular field trips, end of the year outings, promotion dance, and/or all promotion

related activities. **Students must be off the Non-Activity List at least five (5) school days prior to the collection of permission slips for an event.**

- **A:** Academics: Students are assigned to the Non-Activity List for having below a 2.0 GPA and/or having a “F” Fail grade in any their five (5) core classes during the previous grading period. Students will be place on the Non-Activity List until the next grading period which may be up to 5 weeks. Students may be removed from the Non-Activity List by submitting a GPA/grade confirmation form located in the main office and meeting the minimum requirements.
- **B:** Behavior: Students do not exhibit positive behavior following the three “R’s” in Tetzlaff Traits (Ready, Respectful and Responsible) while at school and attending school related activities and/or events. Students are expected to be punctual and arrive at school and class on time.
- **N:** Contracts: Students can participate in extracurricular activities as long as they have the appropriate permission and signatures.
- **\$:** Money: Students have an outstanding balance to school or cafeteria.
- **L:** Library: Student has outstanding obligations such as missing books, damaged electronics and/or a balance from another school.
- **T:** Text: Student has not turned in all of their issued materials.

Nutrition Break

There is a daily fifteen-minute “Nutrition Break” scheduled in the mid-morning. The cafeteria sells snacks and drinks. Students may bring their own food or drink as well. Students must remain at the lunch table area or in the quad during this break time. Food and drinks are only allowed in the lunch table area. “Out of Bounds” area has been indicated on the ground as a reminder. During nutrition, students may only use the 2 girls and 2 boys restrooms facing the quad. Remember, lockers are off limits after the first 4 minutes of nutrition indicated by a special bell. Please plan ahead to gather your materials for your next few classes. Filtered water stations are available in the quad to refill student’s personal water bottles.

Parent-Teacher Conferences

Requests for conferences between parents and teachers should be made with the teacher directly or through the office. Teachers can be reached via email from our school’s website or a message can be taken in the office. Drop-in visits are discouraged and not allowed during instructional time. Conferences are scheduled before and after school and may be scheduled at other times at the discretion of the teacher. All visitors should first report to the office and get a visitor’s pass before attending a teacher conference on campus.

Personal Property/Money

Student’s personal items not related to classroom instruction or approved in advance by school staff should be kept at home. Examples of personal items may include cell phones, personal electronic devices, iPods, video games, permanent markers, toys of any kind, trading cards, inappropriate magazines, or large sums of money. School personnel will confiscate these items from students if these items are used or seen during the course of the school day and disciplinary action may be taken. A parent/guardian will be required to come to school to claim any confiscated item.

It is very important that students use good judgment and are careful of personal belongings needed for school. Use your locker and keep the combination secure and private.

Students that attend ABC Unified School District & Tetzlaff Middle School are solely responsible for the loss or theft of personal property. Therefore, students should leave any valuable personal property at home.

Phone Use

Classroom phones are reserved for staff use only. Use of office phones in “emergency” situations can be made when approved by office personnel and located in the student office.

Cell phones are not allowed to be used on campus, **(this includes before and after school)**, without direct supervision from a staff member and should be turned off while at school.

If a cell phone rings or is being used (this includes social media, text messaging, or audio/visual media) on campus without the direct supervision of a staff member, it will be confiscated and taken to the office. Parents may be required to come to the office to pick up confiscated phones. Students are solely responsible for lost or stolen cell phones. **Students may use cell phones once they have exited campus.** A continued violation of this policy will result in disciplinary action.

Phones may be used in or around an academic environment only with the permission of an immediate, supervising staff member unless it becomes disruptive to learning or a school event. Academic environments include the PE locker rooms, library, classrooms, after school intervention classes or detention, auditorium, or a club meeting. A repeated violation of this policy will result in disciplinary action.

“Sexting” and possession of child pornography is a felony and will result in immediate police contact upon discovery. Digital photographic or video devices are not to be used in school unless given permission by an immediate, supervising staff member. Such devices are not allowed inside of restrooms or PE locker rooms.

Physical Education (PE)

All pupils enrolled in middle school are required to attend a course in physical education each year. All students must report to class in uniform at the beginning of the PE period.

Notes from parents or private physicians requesting an excuse or special assignment are accepted and adjustments are made in most instances. All students requesting PE excuses for a period longer than three (3) days must obtain a written request from a private physician which states the reason and dates of request. Students with special health problems should check with the school nurse.

All students enrolled in a physical education class are required to dress out daily into their physical education uniform. PE uniforms consist of a light-gray t-shirt, navy blue shorts, a pair of socks, and athletic shoes with laces tied so that shoes do not slip off during activities. PE t-shirts and athletic shorts are available for \$20.

In lieu of the Tetzlaff Trojan PE uniform provided, students may opt to *bring* clothes that meet the following guidelines:

T-shirt guidelines: T-shirts must be plain, *ash*-gray, with short sleeves. Oversized t-shirts with pockets will not be allowed as PE shirts. Both the student’s first and last name must be written *in blue or black ink* across the t-shirt just above the waist so that the name is visible when the t-shirt is tucked into the student’s shorts.

Shorts guidelines: Shorts must be navy blue and cannot have pockets. Shorts must not reach below the knee and must be the appropriate size for the student’s waist. Sagging shorts are not allowed. The student’s first and last name must be printed *in blue or black ink* across the left leg of the shorts and must be visible from the front.

Other: Athletic shoes are meant for activity, not fashion. Shoes must be tied securely with laces or Velcro (no slip-ons). It is a good idea to have a pair of athletic shoes just for PE class that can be left inside the PE locker. Sweatpants and sweatshirts may be worn during cooler weather.

Students should be sure to label all PE clothes with their name. All PE clothes are to be taken home and cleaned on a weekly basis. For health and social aspects, students are not allowed to wear their PE clothes to other classes.

PE lockers are assigned to each student. Lockers are for PE related items. Students should keep valuables at home. Students may be asked to remove jewelry during PE because of the possibility of breakage, loss or injury and it is the student's responsibility to keep it secure. Anything stored in the locker is the responsibility of the student and will be considered property of the student assigned to that locker. **Responsibility for loss of any items stored in a locker will be solely on the student.** Valuables should be secured with the student or in an area other than in lockers. All possessions, with the exception of valuables, are to be placed in the locker with the door shut and locked securely. PE lockers as well as PE uniforms are to be used only by the assigned student. Book bags should be kept in the student's hall locker.

Public Displays of Affection

There is a right time and place to show affection to someone. We believe building relationships with peers is important and the appropriate age for showing how we feel comes with maturity. Public displays (e.g. hand holding, kissing, lap sitting, inappropriate/intimate language, etc.) distract from the learning environment and can be embarrassing to both students and adults and is not allowed on campus.

Pupil Promotion and Retention

Eighth grade students who fail to meet the ABC Unified School District's promotion standards (see page 5) will be considered for summer school unless otherwise determined by a Student Study Team.

Progress Reports

A Progress Report is sent to the parents of students whose academic work or behavior is not satisfactory approximately 3-4 weeks before the end of a grading period. Parents are encouraged to work with their child and to contact the teacher regarding the area of concern. Students will not fail a class without first being issued a Progress Report or being contacted by the teacher.

Recommendations

Both elementary and middle school teachers are required to make recommendations for their students' forthcoming school year. These recommendations are primarily based on classroom performance/grades. Elementary students are also given a standardized assessment test. Both elementary and middle school students participate in district-wide and state mandated assessments. The recommendations and test scores are passed onto the next school for placement in the appropriate math and language arts classes among other classes.

Registration

During the months of February and March all of the schools of the ABC Unified School District begin registration for the following year. Sixth grade students begin looking toward middle school. Our 7th graders begin hearing about recommendations and opportunities for 8th grade. Our 8th grade students begin the process of transferring to high school.

Report Cards

Report Cards for ALL students are issued at the end of each quarter. Grades given at the end of the 2nd and 4th quarters become the final semester grades on record and help determine academic recognitions and promotion eligibility.

Sexual Harassment

Sexual harassment of students by other students or by school personnel will not be tolerated (School Board Policy 5145.7 and Ed Code 212.5). ABC Unified considers sexual harassment to be a major offense for which disciplinary action will be taken. Sexual harassment is any unwelcome behavior, remark, drawing or object of a sexual nature that interferes with a student's academic performance or creates an intimidating, hostile or offensive environment. Other examples of sexual harassment include:

- Unwelcome leering, flirting or propositioning
- Blocking one's passage or normal movements
- Sexual slurs, threats or verbal abuse
- Sexual jokes, stories, drawings, picture, gestures or spreading sexual rumors
- Graphic comments about an individual's body
- Touching in an unwelcome or offensive manner.

If you experience sexual harassment, then you should report it to a teacher, the Student Intervention Assistant (SIA), school personnel or an administrator immediately. The reporting student will not be required to resolve the complaint directly with the offending person.

School Supplies

Tetzlaff teachers recommend the following school supplies be brought to school each and every day:

- One 2-3-inch, hard bound 3-ring binder
- Spiral Notebook (200+ pages college rule)
- Ruler or straight edge
- Notebook paper
- Pens—red, blue or black
- #2 Pencils
- Pencil bag with 3-hole punch to fit inside notebook
- Erasers
- Highlighters (no Sharpies)

Tetzlaff Academy encourages all students to be prepared for school each day. Students may find the following items useful as well: pencil sharpener, tissue, graph paper, and single subject composition booklets. Teachers may suggest additional items on a class-by-class basis.

Student Fees

The costs associated with extracurricular programs are considerable. Costumes/uniforms, referees, transportation, equipment, royalties, rentals, meals and supplies are just some of the examples of the expenses required to offer extracurricular opportunities for students. In most cases, the school cannot afford to fund the full amount of these costs. Fortunately, our students have benefited from generous parents and a supportive community whose donations have allowed us to provide a variety of programs and activities. However, programs or activities will have to be curtailed or eliminated if we do not receive enough donations to fund them.

Textbooks

Students are provided with textbooks for each of their core classes for use at home throughout the year. Students will receive workbooks that they will be required to bring with them to class on a daily basis. Students are responsible for the care and security of textbooks, library books, or other schoolbooks. Never loan books to other students; you must return the one checked out to you. Handle books with care to avoid damage. Lost or damaged books should be reported immediately to the teacher. **Students/parents will be charged and must pay for lost and/or damaged textbooks.**

Visitations

Parents are welcome to visit their child's classroom. In order to visit without disrupting the educational process, parents are requested to contact a school administrator to make an appointment at least 48 hours in advance and check in at the office before visiting the classroom. The visits to the classroom should be short to ensure classroom disruption is limited.

Incoming 7th grade Tetzlaff students will be invited to visit the school for a student and parent orientation during the summer. High school counselors meet in small groups for questions and answers as well as filling out registration cards during visits with eighth grade students during the school year. Parent nights, coffee with the principal and PTSA meetings are also planned several times during the school year to keep parents informed.

Visitor Management System

ABC Unified School District has implemented new safety protocols for visitors to ABC schools. With the use of the new ABC Visitor Management System (Powered by Raptor Inc., Technologies) visitors to Tetzlaff will be asked to present an official identification card to be scanned by the system. The system prints a customized visitor ID badge for the visitor to wear which displays their name, date, location, and purpose of the visit. In addition, the ABC Visitor Management System checks against the sex offender databases of all fifty states. We are pleased to screen all visitors that enter our schools to ensure the safety of every ABC student.

Academic Six Year Plan

This is a sample 6 year academic plan

	Math	Science	English	History	PE	Elective
7 th Grade	X	X	X	X	X	X
8 th Grade	X	X	X	X	X	X
9 th Grade	X	X	X		X	X
10 th Grade	X	X	X	X	X	X
11 th Grade	X		X	X		X
12 th Grade			X			X

A-G Requirement vs. High School Graduation Requirements (High School)

A-G Requirements (Minimum set of courses required for admission into a 4-year university UC/CSU)

- A: History/Social Science (2 years)
- B: English (4 years)
- C: Mathematics (3 years required, 4 years recommended)
- D: Science: (2 years required, 3 years recommended)
- E: Language, other than English (2 years required, 3 years recommended)
- F: Visual and Performing Arts: (1 year required)
- G: College Preparatory Elective: (1 year required) example Civics/Economics.

High School Graduation Requirements

- English: 3 years (30 credits)

- Mathematics: 2 years (20 credits), including Algebra I
- Science: 2 years (20 credits), including Biological and Physical Sciences
- Social Studies: 3 years (30 credits), including:
 - 1 year of U.S. History and Geography
 - 1 year of World History
 - 1 semester of American Government and Civics
 - 1 semester of Economics
- Visual or Performing Arts, Foreign Language, or Career Technical Education: 1 year (10 credits) in any one of these three areas
- Physical Education: 2 years (20 credits)

Middle School Electives

7th Grade

- Performing Arts
 - Advanced Band
 - Beginning/Intermediate Band
 - Color Guard
 - Chorus
- ASB/Leadership
- AVID
- CTE Introduction to Digital Media Careers (1 semester) /Project Lead the Way Engineering and Robotics (1semester) (7th Grade Only)
- CTE Introduction to Media Production (Portfolio)
- CTE Introduction to Film and Video Production
- ELD I/II Enrichment Middle School
- ETC Laboratory (Special Education Elective)

8th Grade

- All of 7th Grade Electives with the exception of the CTE Intro to Digital Media Careers/Project Lead the Way (7th Grade Only).
- CTE Introduction to Medical Careers
- Spanish I
- Strength and Conditioning Middle School

High School Electives

Varies by high school but may include the following:

- World Language
- Art
- Visual and Performing Arts (VAPA)
- CTE Pathways (Video Game Design, TV Broadcasting, Medical Pathways, Teaching as a Profession, Engineering and others)
- Athletics

School Discipline

At Tetzlaff Academy, it is of major importance that we have an atmosphere of safety and concern for others in order to maintain a healthy learning environment. With our students' interests in mind, we establish rules and standards of behavior to ensure their "educational rights" are preserved.

The transition into middle school not only increases your individual responsibilities; it increases your individual choices as well. We all make **CHOICES**. We have the power to choose one thing, one way, one word, or one action over another. The thoughts that go into making these choices are influenced by many things such as wants, needs, times, places and the consequences of what will occur after the choice is made. All choices come with a consequence – good or bad. When students make poor or bad choices, they often have to face the fact that those choices lead to negative consequences. Students are encouraged to follow all school/class rules and limit interference with the "educational rights" of other students. Steps in dealing with students who make poor choices usually include the following: teacher warning, teacher consequences (e.g. seat change, timeout or detention), teacher phone call or referrals to the office that usually result in detention and parent contact. Other potential consequences for referrals include community service, placement on the Tetzlaff Non-Activity List, removal from class for a period, or suspension from class. Serious infractions may result in suspension from school and a referral to an ABC Disciplinary Hearing, which may recommend removal from school or possibly expulsion from the district.

Detention

Students may be assigned detention after school for minor disciplinary infractions. Parents/guardians will be notified of the date and time of the detention session.

Search/Seizure and Drug/Weapon Dog Intervention Program

In order to provide a safe and drug-free campus, all students and adults entering ABCUSD sites are subject to searches of their person and their possessions.

Per California Education Code 49050 and ABCUSD Board Policy 5145.12, school officials may search students and their property when there is reasonable suspicion of a violation of the rules of the school, district, or Education Code (EC). Opening and inspecting of school lockers and backpacks are allowed without student or parent/guardian permission to maintain a safe school environment. Law enforcement may be contacted should a student refuse a search of their belongings. The searches may involve trained dogs used for searches of individuals' possessions. Students and/or individuals may be searched by a district/school employee or their designees as provided by EC 49050.

Suspension

Suspension from school is a serious matter. It is used as a consequence for student's poor choices. Suspension may result if the student is in repeated violation of a school or classroom rules. Suspensions may result if the student's behavior is a flagrant offense of California Education Code. Suspensions may result with the student being placed on the Tetzlaff Non-Activity List. Schoolwork missed during a suspension may only be made up with teacher's permission. Eighth grade students suspended during the 4th quarter may lose all 8th grade class privileges including the 8th grade trip, promotion dance, all promotion activities, and participation in the promotion ceremony.

Student Intervention Assistant (SIA)

Our SIA is a member of the Tetzlaff staff whose primary responsibility is campus safety and supervision. This staff person also acts as security, counselor, emergency teacher (until substitute

arrives), and break supervisor. Our SIA is here to support the staff with their duties of keeping a safe and comfortable learning environment. Students in need of help can always turn to our SIA for support and understanding.

Student Discipline and Law Enforcement

The ABC Unified School District takes very seriously its responsibility to provide for the welfare, health, and safety of students and staff. District administrators will involve law enforcement agencies when necessary or as required by Education Code (§48902) in order to maintain learning and working environments that are safe, secure, and free from the threat of physical or psychological harm.

District administrators will notify law enforcement authorities when a student: brings or is suspect of bringing a firearm to school; possesses a dangerous object; threatens others with death or great bodily injury; commits a violent crime; unlawfully possess or is suspected of possessing, using, selling, or otherwise furnishing a weapon, firearm, drugs, or alcohol; is under the influence of any controlled substance; or commits theft, vandalism or destruction of property. Unless otherwise directed by law enforcement, parents of minors will be notified as soon as practical that law enforcement authorities have been contacted.

Behavioral Contracts

Suspended students and those that struggle with behavioral expectations may be placed on a three-step, Tiered Behavior Contract. Students on contract will be placed on the Tetzlaff Non-Activity List for a minimum of twenty (20) days.

Progressive Discipline & Consequences

Steps in dealing with ongoing behavior problems will include teacher-parent contact, administration-parent contact, and/or parent conferences. Minor offenses such as not having materials, eating in class, gum, inappropriate conduct, etc. are violations of school/class rules and are usually handled by the classroom teacher who will counsel, warn, issue a class consequence and/or contact a parent/guardian. **A “referral” is written when the behavior is continually repeated, extreme in nature or students are defiant towards a teacher’s classroom consequence.**

Parents are usually notified either by phone, email, or by letter when a student commits an offense. The administration reserves the right to by-pass any step in assigning consequences for severe infractions. Students who persistently break school rules may be sent to a Disciplinary Hearing through the school district. The following charts explain how our progressive discipline system works.

Behavioral Statement of Purpose

Tetzlaff Accelerated Learning Academy believes student achievement can be attained when we promote and sustain a positive school climate and a safe, effective learning environment where all students can succeed academically. We at Tetzlaff believe that a positive school environment will help students succeed at home, at school, on the Internet and in their community each day.

- [\[Insert Bell Schedule Inside Front Cover of the Planner\]](#)
- [Insert School Map Inside Back Cover of the Planner]
- [Insert Trojan Traits Grid]
- [Insert RTI Behavior Chart]
- [Insert RTI Progressive Discipline on the following page]

- [Insert TALA 2023-2024 Calendar of Events]